

**EMERGENCY MANAGEMENT
MINUTES OF
May 12, 2009
Regular Meeting
SALEM CONNECTICUT**

PRESENT

Don Bourdeau
Ralph Boles
Ed Shafer
Sue Spang
Chip Weston

ABSENT

Vivian Miller
Jeff Miller

GUESTS

Jim Savalle
Gene Maiorano

- 1) **Call Meeting to Order**
D. Bourdeau called the meeting to order at 7:00
- 2) **Approval of Minutes**
None
- 3) **Guests**
See above
- 4) **Old Business**
None
- 5) **New Business**
 - a) **School Evacuation**

D. Bourdeau layout out the plans for the school evacuation. He stated that this would be the first evacuation drill for the school. He explained that the members and first responders will be participating and observing for any problems or ways things can be improved upon. There are 4 diabetics that will be transported by the emergency services, 2 wheelchairs bound students, and 2 preschoolers that will be pushed or pulled in wagons to their destination. He stated in a real evacuation there would not be enough school buses to drop kids off at home all at once.

The public works trucks will block off the road at the Town Hall, Round Hill Road, and the school, the police will also be there for traffic control. The students will be evacuated as follows:

- K-PreK Center School
- Grades 1 & 2 CE Building
- Grades 3 & 4 church
- Grades 5 & 6 library
- Grades 7 & 8 Town Hall

J. Savalle suggested letting Troop K know about the drill. Two troopers will be available for the drill. Public Works crew will be at incident command and available to help walk with students. Incident command vest will be used. The school administration will be at the Town Hall

The members wanted to know how many people at the school can activate the emergency notification.

S. Spang will notify the residents between the school and the town hall of the evacuation.

J. Savalle wanted to know if it is ok to take pictures of the drill. D. Bourdeau said he would ask the school for permission.

The town employees and emergency services that will be helping with the drill will meet at town hall on Thursday May 14, at 8:00 to go over the drill. There will be a short meeting following the drill to go over any issues that arise.

b) Eagle Scout Project

C. Weston informed the Committee that his son, Greg needed a letter from the Town of Salem and the Town of Montville stating their approval of the project. The letter needed to be signed by the First Selectman and Director of Public Works from each town.

The Committee decided on the signs to be used. S. Spang will place the order the following day.

6) **Other**
 None

7) **Adjournment**
 M/S/C (Weston/Shaffer) to adjourn at 7:45

Respectfully Submitted
Sue Spang, Recording Secretary

Reminder:

Procedures- R. Boles was asked to write up a procedures list for an emergency management situation. This will be posted in the radio room and will include basic steps for who to call, how to use the equipment, spread sheets for keeping track of equipment, people, (for reimbursement purposes) etc. There will also be a list of phone numbers.